



## **CEHA AEC Annual Business Meeting**

Thursday, November 17, 2005  
Tri-County HD, Northglenn

### **I. The meeting was called to order at 9:04 am by President Therese Pilonetti-Hall**

Roll Call & Quorum—A quorum is present

Present:

Paul Klug, Past-President  
Therese Pilonetti-Hall, President  
Danica Harmon, President-Elect  
Nicole Grisham, Secretary  
Dan Collins, Treasurer  
Carmen Vanderbark, Northeast Rep  
Mark McMillan, Southeast Representative  
Julie McCaleb, EH Directors Representative  
Carla Block, West-Slope Representative

Absent:

Doug Jatcko, Industry Representative  
Chris Erzinger, Metro Rep

### **II. Reports of Officers**

#### **a. President—Therese Pilonetti-Hall**

- i. Introduction of new board members
- ii. Goals for 2005-2006
  1. 3 1-day trainings—typically organized by members of the Board
  2. Successful Annual Education Conference—Therese needs a co-chair for the conference & Nicole Grisham agreed co-chair.
  3. Increased volunteers for planning and logistics (for 1-day trainings and for the AEC)
  4. Increase in Membership—10% increase (regular membership and sustaining membership; regular membership is at 320 and sustaining membership is at 25)
  5. Membership benefits—Point Source newsletter
  6. Zoomerang-type survey to gauge what membership would like to see

7. Increase student membership—continue to offer discount or free registration for student volunteers; work with local colleges to promote CEHA
    - a. Tom has worked with Dr. Gilke at CSU to recruit more student interest
    - b. Mark McMillan will give contact info for CU Boulder Environmental Science program to Danica for outreach
  8. Continue to network with other state and national public health and environmental health associations
    - a. Partnership with other PH groups for common office
  9. Financial audit for our books
- b. Secretary's Report
- i. Get rid of "see attached report" from 9/20/05 minutes on "Treasurer Report" section
  - ii. Motion to approve the minutes was approved.
- c. Treasurer's Report—Paul & Dan
- i. From 8/8 until today, \$650 in regular member dues has been received; \$10 in student dues; \$1800 in sustaining member dues
  - ii. See attached report. A motion to approve the Treasurer's Report with Paul/Dan's changes was approved.
  - iii. Mark asked for clarification regarding what our fiscal calendar is; it may make sense to stick with the calendar year since that is the schedule used for collecting dues. It was decided by the Board that we should consult with a financial firm before making a decision. Whatever the outcome, the information should be recorded in Article 3 (Funding) of the Bylaws.
  - iv. Currently, there is still some money set aside for computers/technology. CEHA owns two laptops right now. A motion to purchase an LCD projector, good printer, and additional laptop was approved. Paul will purchase equipment.
  - v. Mark requested that all bills be closed out before the updated budget is sent to Board members.
  - vi. Auditors: Paul has three names of auditors. A motion was made for Paul & Dan to work on audit together and have it completed by February. This motion was passed unanimously.
- III. Reports of Committees
- a. Membership Committee—Paul Klug
- i. Our membership break-down is:
    1. 266 active members
    2. 3 honorary members
    3. 12 life members
    4. 8 retired members
    5. 9 students
    6. 25 sustaining members

- ii. Paul has expressed interest in no longer being the Membership chair. Responsibilities include tracking membership, keeping track of renewals, keeping database up-to-date. Paul also kept track of conference registration too. Gina Masterson has expressed some interest in this. **Therese will talk to her about taking over these responsibilities.**
- b. Sustaining Membership committee—Doug Jatcko is not present
- c. Nominations committee—this chair position is vacant.
  - i. Elections were held for vacant positions (secretary and Northeast Rep) following AEC
  - ii. The idea of using Zoomerang for electronic elections was discussed. **Therese will look into Zoomerang for this and other uses.**
  - iii. Responsibility for the Milton M. Miller Award application would fall under this committee too (if the Board chooses to nominate somebody this year).
  - iv. Carmen will chair this committee with Paul's help.**
- d. Publications Committee—Danica Harmon
  - i. Next deadline will be 1/17
  - ii. Each new board member will submit a profile for the newsletter; **Danica will send a sample to the new board members**
  - iii. Mark suggested including a call for applications for RIHEL & a fundraising article
  - iv. Carmen suggested using In Design for the newsletter
- e. Education Committee—Therese Pilonetti-Hall
  - i. Therese is looking for a co-chair, and Nicole Grisham volunteered.
  - ii. The AEC committee had a meeting yesterday.
  - iii. Evaluations from the conference were overall very positive. There was interest in Glenwood Springs & Durango expressed by members for next year's location.
  - iv. The Board discussed where to have the conference. Discussion included Grand Junction, Aspen, Sol Vista, Crested Butte, Cripple Creek, Breckenridge, Vail, and Steamboat.
  - v. CPHA & Wyoming EHA have expressed interest in collaborating in 2007.
  - vi. Tom Gonzales has completed contracts for the last 5 years. **Mark McMillan has some interest in completing contracts, depending on the location of the conference.**
  - vii. Some people expressed on their evaluations that they wanted handouts from speakers. Carmen also suggested distributing a master CD with the presentations. This could possibly be an effort for a sustaining member to sponsor.
  - viii. Some people expressed on evaluations that they wanted the banquet at the same location as the conference.

- ix. Attendees like the OSHA 8 hour course. The Board discussed offering this training once or twice a year since there would likely be continued interest in it.
  - x. Nicole Grisham knows of a woman at CSU involved with avian flu who would make a good speaker for 2006. Another suggestion focused on having a panel discussion regarding Katrina or other disasters.
  - xi. Comments from Wano in San Juan- he communicated negative comments about the AEC. Julie will talk to him at next director's meeting to get some more insight regarding this from him.
- f. Grants/Funding Committee—Mark McMillan
- i. In February 2004, the Board created a Scholarship Committee and the Grants/Funding committee.
  - ii. Mark identified additional sources of funding (about 100 sources)
  - iii. The committee has brought in about \$10K over the past 18 months
  - iv. Mark has expressed interest in getting a co-chair for this committee. Danica said she would help on this.
- g. Scholarship Committee—Mark McMillan
- i. A \$25K CEHA endowment exists at CSU
  - ii. The Supplemental Student Scholarship program is also in place and has generated \$400-\$500 in the past year.
  - iii. Mark has expressed interest in getting a co-chair for this. Danica said she would help on this.
- h. Legislative Committee—Open
- i. Former chair was Jeff Zayach. Julie volunteered to be the chair of this committee.
- i. Website Committee—Carla Block
- i. Tom wants new sustaining member info as soon as we receive it so he can keep the website updated.
  - ii. OtterTail received a large number of hits through our website and was very pleased with their participation in the organization.
  - iii. Tom is looking into credit card payments on the website and also for a member log-in.
  - iv. It was decided that first we have to get a handle on the mass email system before we attempt a more sophisticated log-on. Therese will look into whether this is something we can do with Zoomerang.
- IV. New Business
- a. Policies—the Board needs a repository for policies (email voting, election ballot format, etc). It was suggested that these be kept on the website. Mark is going to check with Tom on this and work with Carla.
- i. CEHA Election Ballot Policy—Therese submitted a draft for the Board's consideration. After discussion, it was decided to eliminate the phrase "removal of redundancies" and add a phrase that stipulates that these are requirements for candidates.

- b. Boulder's request for help with funding—BCPH has requested assistance in covering \$7K for putting on a soils training in the Metro area. The Board's initial reaction is that we are not leaning towards offering support for this training.
- c. The Colorado Public Health Institute—Dr. Gilke from CSU has requested that CEHA give support for this project. The project is a collaboration between CSU, CU Health Sciences Center, and DU and the goal is to put together a school of public health in Denver. Support of this project is in line with CEHA's goals. **Therese will check with Tom G. to see what kind of support they are looking for.**
- d. Lee Thielan & Public Health organization—the Board agrees that we are still in support of this.
- e. By-laws—**Therese requested that everybody read over and become familiar with the by-laws.** Additionally, the by-laws state that you can only miss one meeting a year without being excused.
- f. One-day trainings
  - i. Carla's ideas: a child care training on the Western Slope including plan review and Epi issues relevant to child care. Her other suggestion was for a non-community ground water training. **(Paul has offered to help Carla organize these.)**
  - ii. Julie suggested offering a training that explores the role of EH in BT. Mark said that CEHA has applied for a grant with NEHA regarding this issue.
  - iii. Dan suggested a training with Mike Moreland identifying resources and describing core competencies. Dan has worked a lot on this for building a training matrix and says that he might be interested in working on this training.
  - iv. Danica suggested an air training. A couple of years ago, a training like this was set up but there was not sufficient interest, so it was cancelled. **Danica will work with Mark on this.**
  - v. Julie suggested an indoor air training covering basics and mold. She suggested Doug Rice with CSU as a speaker.
  - vi. The following suggestions were recorded by AEC attendees on the survey: Avian flu, OSWS, more food safety, hazardous waste
  - vii. **Mark will check with Sarah Miller regarding the materials she was going to send out to attendees.**
  - viii. The idea of a grant-writing talk was also suggested since this could easily be marketed to other non-profits and could be a good source of income for the organization.
  - ix. Environmental leadership training—we hosted one 4 or 5 years ago, and it was very successful. **Mark will explore this possibility.**
  - x. Other ideas: school health, children's health (Alicia Alto with EPA was talking about doing this).
- g. Newsletter article ideas:
  - i. Carla's ideas: Jeff Stohl did a project on a Public Health Improvement Plan. **Carla will talk to him about an article.**

- ii. MAPP survey in Eagle County. Jill (formerly of the state HD) may be working on an article.
- iii. TCHD is coordinating the mercury thermometer collection project (Justin Laboe)
- iv. 10 essential services
- v. Northeast Colorado HD has had to do their first mass clinic for TB. **Carmen will talk to a contact about an article for this.**
- vi. Dan: Broomfield has a training exercise for mass flu clinic.
- vii. Mark suggested a section on CEHA past-presidents: where are they now, interview, etc.
- viii. Industry perspective articles
- ix. Regional updates
  - x. Carol McClennan on land use planning
  - xi. Greg Thomas with Denver just did a big air quality project—**Danica will check with him.**
  - xii. Joyce Williams with CDPHE on hazardous materials
  - xiii. Storm water & updates to the state program
  - xiv. State Ag dept. has a new holistic approach for managing issues and environmental problem solving. **Julie will check on this.**
- h. Region 8 Children's EH Summit will be in Denver in 2007. EPA & PISO are looking for collaboration from CEHA and several other groups on 11/22.
- i. NEHA Region 3 EH Regional AEC in 2007: Tom G. is working on this idea and would like to have CEHA's support. NEHA land use planning training may be a part of the regional AEC in 2007.
- j. Mark asked the Board to think about what we want to focus on with financial support. Training, scholarships, etc.
- k. Savings/investment opportunities—CSU has approached us about expanding our support for their programs.
- l. Danica suggested looking at having a central repository for the electronic version of minutes on website for Board members. **Danica will check with Tom G. on this.**
- m. Dates for future meetings:
  - i. 2/2/06
  - ii. 4/6/06 Science Fair @ CSU and meet with CSU students
  - iii. 5/4/06
  - iv. 8/24/05

Locations are TBA. Board members should plan to meet all day beginning at 9.